

EARLS COLNE PARISH COUNCIL

STANDING ORDER POLICY



Document Reference Table

Review and final approval of this document lies with the Earls Colne Parish Council (ECPC).

The approval of this document must be minuted accordingly at a meeting of the ECPC.

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INTRODUCTION	3
STANDING ORDER 1 – Rules of Debate at Meetings	4
STANDING ORDER 2 - Disorderly Conduct At Meetings	6
STANDING ORDER 3 - Meetings Generally	7
STANDING ORDER 4 - Committees And Sub-Committees	10
STANDING ORDER 5 - Ordinary ECPC Meetings	11
STANDING ORDER 6 - Extraordinary Meetings Of The ECPC	15
STANDING ORDER - 7 Previous Resolutions	16
STANDING ORDER 9 - Voting On Appointments	17
STANDING ORDER 10 - Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer	18
STANDING ORDER 10 - Motions At ECPC Meeting That Do Not Require Written Notice	19
Standing Order 11 - MANAGEMENT OF INFORMATION.....	20
STANDING ORDER 12 - Draft Minutes.....	21
STANDING ORDER 13 - Code Of Conduct and Dispensations	22
STANDING ORDER 14 - Code Of Conduct Complaints	23
STANDING ORDER 15 - Proper Officer.....	24
STANDING ORDER 16 - Responsible Financial Officer	26
STANDING ORDER 17 - Accounts And Accounting Statements.....	27
STANDING ORDER 18 - Financial Controls And Procurement	28
STANDING ORDER 19 - Handling Staff Matters	29
STANDING ORDER 20 - Responsibilities To Provide Information.....	30
STANDING ORDER 21 - Responsibilities Under Data Protection Legislation	31
STANDING ORDER 22 - Relations With The Press/Media.....	32
STANDING ORDER 23 - Execution And Sealing Of Legal Deeds.....	33
STANDING ORDER 24 - Communicating With District and County Councillors.....	34
STANDING ORDER 25 - Restrictions On Councillor Activities	35
STANDING ORDER 26 - Standing Orders Generally	36

INTRODUCTION

1. Standing Orders are the written rules of Earls Colne Parish Council (ECPC).
2. Standing Orders are essential to regulate the proceedings of an ECPC meeting.
3. ECPC also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements.
4. ECPC operate within a wide statutory framework. Standing Orders do not contain or reference all the statutory or legal requirements which apply to ECPC.
5. The statutory requirements to which a ECPC is subject apply whether or not they are incorporated in this ECPC Standing Orders Policy
6. Standing Orders that are in **bold type** contain legal and statutory requirements.
7. Standing Orders not in bold are designed to help ECPC operate effectively but they do not contain statutory requirements.
8. ECPC does not have the following positions, and all references have been removed.
 - a. Vice Chairman
 - b. Non- Councillors with voting rights
 - c. Committees or Sub Committees

STANDING ORDER 1 – Rules of Debate at Meetings

- a Motions on the Agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the ECPC meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the Agenda that is not moved by its proposer may be treated by the Chair of the ECPC meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the ECPC meeting and, if requested by the Chair of ECPC, is expressed in writing to the Chair of ECPC.
- h A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the ECPC meeting.
- j Subject to Standing Order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the ECPC meeting.
- k One or more amendments may be discussed together if the Chair of the ECPC meeting considers this expedient, but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the ECPC meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the ECPC meeting they are concerned by.
- q A point of order shall be decided by the Chair of the ECPC meeting, and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to exclude the public and press;
 - vii. to adjourn the meeting; or
 - viii. to suspend ECPC Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the ECPC meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under Standing Order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the ECPC meeting.

STANDING ORDER 2 - Disorderly Conduct At Meetings

- a No person shall obstruct the transaction of business at a ECPC meeting or behave offensively or improperly. If this ECPC Standing Order is ignored, the Chair of the ECPC meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the ECPC meeting to moderate or improve their conduct, any Councillor, or the Chair of the ECPC meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) is ignored, the Chair of the ECPC meeting may take further reasonable steps to restore order or to progress the ECPC meeting. This may include suspending or closing the ECPC meeting.

STANDING ORDER 3 - Meetings Generally

- a **ECPC meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a ECPC Meeting does not include the day on which notice was issued, the day of the ECPC Meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a ECPC Meeting does not include the day on which the notice was issued or the day of the ECPC Meeting unless the meeting is convened at shorter notice.**
- d **ECPC Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all an ECCP Meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions, and give evidence at an ECPC Meeting which they are entitled to attend in respect of the business on the Agenda.
- f The period of time designated for public participation at an ECPC Meeting in accordance with Standing Order 3(e) shall not exceed **15 minutes** unless directed by the Chair of the ECPC Meeting.
- g Subject to Standing Order 3(f), a member of the public shall not speak for more than **3 minutes**, unless directed by the Chair of the ECPC Meeting.
- h In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the ECPC Meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak. When the ECPC Meeting is held in the Earls Colne Village Hall (not in Chambers) the person should stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the ECPC meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the ECPC meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the ECPC meeting shall direct the order of speaking.
- l **Subject to Standing Order 3(m), a person who attends a ECPC Meeting is permitted to "report" on the ECPC Meeting whilst the ECPC meeting is open to the public. To "report" means to film, photograph, make an audio recording of ECPC meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the ECPC meeting so that the report or commentary is available as the ECPC Meeting takes place or later to persons**

not present.

- m **A person present at an ECPC Meeting may not provide an oral report or oral commentary about an ECPC Meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of an ECPC Meeting at which they are entitled to be present.**
- o **The Chair of the ECPC, if present, shall preside at a ECPC meeting. If the Chair of the ECPC is absent from an ECPC meeting a Councillor as chosen by the Councillors present at the meeting shall preside at the ECPC meeting.**
- p **Subject to an ECPC meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting.**
- q **The Chair of a ECPC Meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chair of the ECPC at the Annual Meeting of the ECPC.

- r **Unless ECPC Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the Agenda. A Councillor may abstain from voting, and this should be minuted together with the reason for the abstention.
- s The minutes of an ECPC Meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of Councillors who are present and the names of Councillors who are absent;
 - iii. interests that have been declared by Councillors;
 - iv. the grant of dispensations (if any) to Councillors;
 - v. whether a Councillor left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
 - viii. Items dealt with while the public are excluded must be minuted and approved by the ECPC. These minutes should be stored by the Parish Clerk as *“confidential not for publication”* (see Standing Order 11)

- t **A Councillor who has a disclosable pecuniary interest or another interest as set out in the [Earla Colne Parish Council Code Of Conduct](#) in a matter being considered at an ECPC Meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- u **No business may be transacted at an ECPC Meeting unless at least one-third of the whole number of members of the ECPC are present and in no case shall the quorum of a meeting be less than four.** ECPC considers an ECPC meeting to be quorate if a minimum of 4 members are present one of which should be the Chair of the ECPC

- v **If an ECPC Meeting is or becomes inquorate no business shall be transacted** and the ECPC Meeting shall be closed. The business on the Agenda for the ECPC Meeting shall be adjourned to another ECPC Meeting.

- w An ECPC Meeting shall not exceed a period of 3 hours. Public Attendance will be permitted between 7.00 pm and 9.30 pm. The public will be asked to leave the meeting at 9.30 by the Chair of the ECPC.

- x In preparation for a meeting of the ECPC any required reports (which should be in writing) should be prepared by each nominated PC and emailed to all PC's & the Parish Clerk by the Friday before the meeting. Reports which are not provided by this time may only be accepted for discussion at the ECPC Meeting with the direct permission of the Chair of the ECPC and this should be noted within the final Minutes.

STANDING ORDER 4 - Committees And Sub-Committees

- a **Unless the ECPC determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b ECPC has determined not to appoint committees or sub committees.

STANDING ORDER 5 - Ordinary ECPC Meetings

a **In an election year, the Annual Meeting of the ECPC shall be held on or within 14 days following the day on which the Councillors elected take office.**

i. Annual Meeting of the ECPC

Calendar Year (Jan – Dec)	Election Year	Date of Meeting	Time	Location
2023	Yes	10th October	6.30pm	Earls Colne Village Hall
2024	No	15 th May	6.30pm	Earls Colne Village Hall
2025	No	21 st May	6.30pm	Earls Colne Village Hall
2026	No	Any Date in May	6.30pm	Earls Colne Village Hall
2027	Yes	TBC	6.30pm	Earls Colne Village Hall
2028	No	Any Date in May	6.30pm	Earls Colne Village Hall
2029	NO	Any Date in May	6.30pm	Earls Colne Village Hall

b **In a year which is not an election year, the Annual Meeting of the ECPC shall be held on such day in May as the ECPC decides.**

c **If no other time is fixed, the Annual Meeting of the ECPC shall take place at 6pm.**

d **In addition to the Annual Meeting of the ECPC, at least three other ordinary meetings shall be held in each year on such dates and times as the ECPC decides.** The dates of these meetings are detailed in the [Earls Colne Parish Council Meeting Dates Schedule](#) (copy held in the [Earls Colne Parish Council Protocols & Guidance Handbook](#))

e **The first business conducted at the Annual Meeting of the ECPC shall be the election of the Chair of the ECPC.**

f **The Chair of the ECPC, unless they have resigned or become disqualified, shall continue in office, and preside at the Annual Meeting of the ECPC until their successor is elected at the next Annual Meeting of the ECPC.**

g **In an election year, if the current Chair of the ECPC has not been re-elected as a member of the ECPC, they shall preside at the Annual Meeting of the ECPC until a successor Chair of the ECPC has been elected. The current Chair of the ECPC shall not have an original vote in respect of the election of the new Chair of the ECPC but shall give a casting vote in the case of an equality of votes.**

h **In an election year, if the current Chair of the ECPC has been re-elected as a member of the ECPC, they shall preside at the Annual Meeting of the ECPC until a new Chair of the ECPC has been elected. They may exercise an original vote in respect of the election of the new Chair of the ECPC and shall give a casting vote in the case of an equality of votes.**

i Following the election of the Chair of the ECPC at the Annual Meeting of the ECPC, the business shall include:

i. **In an election year, delivery by the Chair of the ECPC and Councillors of their acceptance of office forms unless the ECPC resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the ECPC of their**

acceptance of office form unless the ECPC resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the ECPC;
- iii. Review and adoption of appropriate [ECPC Standing Orders Policy](#) and [ECPC Financial Regulations Policy](#);
- iv. Determining the time and place of ECPC Ordinary Meetings up to and including the next Annual Meeting of the ECPC.



Appendix A
Standing Order 5 - Annual Meeting of the ECPC – Non-election year Agenda.

- **Election of the Chair of the ECPC**
- **Delivery by the Chair of the ECPC of their Acceptance Of Office form.**
- Confirmation of the accuracy of the minutes of the last meeting of the ECPC.
- Review and adoption of [ECPC Standing Orders Policy](#), [ECPC Financial Regulations Policy & ECPC Code of Conduct Policy](#)
- Confirmation of appointment of the Responsible Financial Officer
- Review and approval of the [ECPC Central Document Register](#) (copy held in the [Earls Colne Parish Council Protocols & Guidance Handbook](#))
- Review and approval of the [ECPC Governance Calendar](#) (copy held in the [Earls Colne Parish Council Protocols & Guidance Handbook](#))
- Agreement to [ECPC Annual Declaration Of Compliance](#) (copy held in the [ECPC Code of Conduct Policy](#)) by all Parish Councillors
- Confirmation that Annual Code of Conduct Training has been provided.
- Determining the time and place of ECPC Ordinary Meetings up to and including the next Annual Meeting of the ECPC as detailed in the [Earls Colne Parish Council Meeting Dates Schedule](#) (copy held in the [Earls Colne Parish Council Protocols & Guidance Handbook](#))

Note: Other items may be added to the Agenda but may not be discussed before the above items have been concluded.

Appendix B
Standing Order 5 - Annual Meeting of the ECPC – Election year Agenda.

- **Election of the Chair of the ECPC**
- **Delivery by the Chair of the ECPC and Councillors of their Acceptance Of Office forms**
- Confirmation of the accuracy of the minutes of the last meeting of the ECPC;
- Confirmation of appointment of the Responsible Financial Officer
- Review and adoption of [ECPC Standing Orders Policy & ECPC Financial Regulations Policy & Code of Conduct Policy](#);
- Review and approval of the [ECPC Document Register](#).
- Review and approval of the [ECPC Governance Calendar](#) (copy held in the [Earls Colne Parish Council Protocols & Guidance Handbook](#))
- Agreement to [ECPC Annual Declaration Of Compliance](#) (copy held in the [ECPC Code of Conduct Policy](#)) by all Parish Councillors
- Confirmation that Annual Code of Conduct Training has been provided.

- Determining the time and place of ECPC Ordinary Meetings up to and including the next Annual Meeting of the ECPC as detailed in the [Earls Colne Parish Council Meeting Dates schedule](#) (copy held in the [Earls Colne Parish Council Protocols & Guidance Handbook](#)).
- Confirm if arrangements have been made with a view to the ECPC becoming eligible to exercise the General Power Of Competence in the future.

Note: Other items may be added to the Agenda but may not be discussed before the above items have been concluded.

• **STANDING ORDER 6 - Extraordinary Meetings Of The ECPC**

- a **The Chair of the ECPC may convene an extraordinary meeting of the ECPC at any time.**
- b **If the Chair of the ECPC does not call an extraordinary meeting of the ECPC within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the ECPC. The “public notice” giving the time, place, and Agenda for such a meeting shall be signed by the two Councillors.**

STANDING ORDER - 7 Previous Resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9.
- b When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved for a further six months.

STANDING ORDER 9 - Voting On Appointments

- a Where more than two persons have been nominated for a position to be filled by the ECPC and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the ECPC Meeting.

STANDING ORDER 10 - Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer

- a A motion shall relate to the responsibilities of the ECPC Meeting for which it is tabled and, in any event, shall relate to the performance of the ECPC's statutory functions, powers and obligations or an issue which specifically affects the ECPC's area or its residents.
- b No motion may be moved at a ECPC meeting unless it is on the Agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the Agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the ECPC forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the Agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the Agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

STANDING ORDER 10 - Motions At ECPC Meeting That Do Not Require Written Notice

- a The following motions may be moved at a ECPC Meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to appoint a person to preside at a meeting;
 - v. to change the order of business on the Agenda;
 - vi. to proceed to the next business on the Agenda;
 - vii. to require a written report;
 - viii. to extend the time limits for speaking;
 - ix. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - x. to not hear further from a Councillor or a member of the public;
 - xi. to exclude a Councillor or member of the public for disorderly conduct;
 - xii. to temporarily suspend the meeting;
 - xiii. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
 - xiv. to adjourn the meeting; or
 - xv. to close the meeting.

Standing Order 11 - MANAGEMENT OF INFORMATION

See also Standing Order 20.

- a **The ECPC shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The ECPC shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. [The Earls Colne Parish Council Retention policy](#) shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The Agenda, papers that support the Agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the ECPC's contractors and agents shall not disclose confidential information or personal data without legal justification.**

STANDING ORDER 12 - Draft Minutes

- a. If the draft minutes of a preceding ECPC Meeting have been served on Councillors with the Agenda to attend the ECPC Meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding ECPC Meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the Chair of the ECPC Meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the ECPC Meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this ECPC meeting does not believe that the minutes of the meeting of the Earls Colne Parish ECPC held on [date] in respect of (cross reference to Agenda item) were a correct record but their view was not upheld by the ECPC meeting, and the minutes are confirmed as an accurate record of the proceedings.”

- e. Subject to the publication of draft minutes in accordance with Standing Order 12(e) and Standing Order 20(a) and following a resolution which confirms the accuracy of the minutes of an ECPC meeting, the draft minutes, or recordings of the ECPC Meeting for which approved minutes exist shall be destroyed.

STANDING ORDER 13 - Code Of Conduct and Dispensations

See also Standing Order 3(u).

- a All Councillors shall observe the [Earls Colne Parish Council Code Of Conduct Policy](#) .
- b Unless they have been granted a dispensation, a Councillor shall withdraw from a ECPC meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the ECPC meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a Councillor shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the [Earls Colne Parish Council Code Of Conduct](#). They may return to the ECPC meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the ECPC Meeting, or failing that, at the start of the ECPC meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the ECPC, which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a ECPC Meeting in a discussion only or a discussion and a vote;
 - iii. the date of the ECPC meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to Standing Orders 13(d) and (f), a dispensation request shall be at the beginning of the meeting of the ECPC, for which the dispensation is required.
- h **A dispensation may be granted in accordance with Standing Order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the ECPC Meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the ECPC's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

STANDING ORDER 14 - Code Of Conduct Complaints

- a Upon notification by the District Council that it is dealing with a complaint that a Councillor has breached [ECPC Code Of Conduct Policy](#), the Proper Officer shall, subject to Standing Order 11, report this to the ECPC.
- b Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of ECPC of this fact, and the Chair of ECPC shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the ECPC has agreed what action, if any, to take in accordance with Standing Order 14(d).
- c The ECPC may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a Councillor has breached the [Earls Colne Parish Council Code Of Conduct Policy](#), the ECPC shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

STANDING ORDER 15 - Proper Officer

- a The ECPC Proper Officer is the Parish Clerk. Other staff member(s) may be nominated by the ECPC to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the ECPC,**
 - **serve on Councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the Agenda (provided the Councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and Agenda (provided that the public notice with Agenda of an extraordinary meeting of the ECPC convened by Councillors is signed by them).**

See Standing Order 3(b) for the meaning of clear days for a ECPC Meeting

- ii. subject to Standing Order 9, include on the Agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the ECPC for the election of a new Chair of the ECPC, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the Minute Book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold Acceptance Of Office Forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the ECPC's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the ECPC except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the ECPC in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;
(see also Standing Order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the ECPC in accordance with its financial regulations;
- xiii. record every planning application notified to the ECPC and the ECPC's response to the local planning authority.

- xiv. refer a planning application received by the ECPC to the Chair of the ECPC within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the ECPC;
- xv. manage access to information about the ECPC and
- xvi. retain custody of the seal of the ECPC which shall not be used without a resolution to that effect.
(see also Standing Order 23).

STANDING ORDER 16 - Responsible Financial Officer

- a The ECPC shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. Details of the ECPC Responsible Financial Officer is detailed in the [Earls Colne Parish Council Financial Regulations Policy](#).

STANDING ORDER 17 - Accounts And Accounting Statements

- a “Proper practices” in Standing Orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the ECPC shall be authorised, approved, and paid in accordance with the law, proper practices, and the [Earls Colne Parish Council Financial Regulations Policy](#). Required action and presentation dates to the ECPC are recorded in the [Earls Colne Parish Council Governance Calendar](#) (copy held in the [Earls Colne Parish Council Protocols & Guidance Handbook](#))

STANDING ORDER 18 - Financial Controls And Procurement

- a. The ECPC shall consider and approve financial regulations drawn up by the Responsible Financial Officer as detailed in the [Earls Colne Parish Council Financial Regulations Policy](#).

STANDING ORDER 19 - Handling Staff Matters

- a All matters in this respect shall be managed in accordance with the [Earls Colne Parish Council Staff & Parish Councillors Policy](#)
- b A matter personal to a member of staff that is being considered by a meeting of the ECPC is subject to Standing Order 11.

STANDING ORDER 20 - Responsibilities To Provide Information

See also Standing Order 21.

- a **In accordance with freedom of information legislation, the ECPC shall publish information in accordance with its publication scheme and respond to requests for information held by the ECPC.**
- b The ECPC will conduct its affairs in accordance with the [Earls Colne Parish Council GDPR & Freedom of Information Policy](#)
- c **The ECPC, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

STANDING ORDER 21 - Responsibilities Under Data Protection Legislation

See also Standing Order 11.

- a The ECPC has not appointed a Data Protection Officer.
- b The ECPC will conduct its affairs in accordance with the [Earls Colne Parish Council GDPR & Freedom of Information Policy](#)
- c **The ECPC shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- d **The ECPC shall have a written policy in place for responding to and managing a personal data breach.**
- e **The ECPC shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- f **The ECPC shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- g **The ECPC shall maintain a written record of its processing activities.**

STANDING ORDER 22 - Relations With The Press/Media

- a Requests from the press or other media for an oral or written comment or statement from the ECPC, its Councillors or staff shall be handled in accordance with the [Earls Colne Parish Council Communications Policy](#)

STANDING ORDER 23 - Execution And Sealing Of Legal Deeds

See also Standing Orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the ECPC unless authorised by a resolution.
- b **Subject to Standing Order 23(a), the ECPC's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

STANDING ORDER 24 - Communicating With District and County Councillors

- a An invitation to attend a meeting of the ECPC shall be sent, together with the Agenda, to the ward Councillor(s) of the District and County Council.
- b ECPC will provide communication with at least one District and one County Councillor representing the area of the ECPC.

STANDING ORDER 25 - Restrictions On Councillor Activities

- a. Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the ECPC has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

STANDING ORDER 26 - Standing Orders Generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the Agenda for a ECPC meeting.
- b A motion to add to or vary or revoke one or more of the ECPC's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9.
- c The Proper Officer shall provide a copy of the ECPC's Standing Orders to a Councillor as soon as possible.
- d The decision of the Chair of an ECPC meeting as to the application of Standing Orders at the meeting shall be final.

Version Control Table

Version	Date Of ECPC Approval	ECPC Minutes Ref	Parish Councillors Approved	Date of publication	Document Prepared by	Parish Clerk	ECPC Chair	Comments
1.0	16/07/24	7 b) 1	Nikki Spelling, Tony Calton, Nik McKean June Jemmett, Ray Ranns, Lorraine Bauckham-Leys. Johnathon Happs – absent from ECPC meeting but no objections raised and therefore deemed approved	July 2024	L Bauckham-Leys Parish Councillor	Dee Ellison	Nikki Spelling	<p>The ECPC Model Standing Orders has been review and updated based on “NALC Model Standing Orders 2018 (England) updated April 2022 “</p> <p>Further Changes</p> <ul style="list-style-type: none"> • Removal of NALC model guidance • Grammatical/stylistic changes • Text not in bold has been updated to align with ECPC practices. • Sections/wording from the model Standing Orders provided by NALC which are not relevant to ECPC have been deleted e.g. Charities, Committees, Sub Committees, Vice Chair, Non- Councillor with voting rights. • Information which is duplicated in the ECPC Financial Regulations Policy has been deleted. <p>Significant additions have been to clarify the following</p> <ul style="list-style-type: none"> • Ref 3 i- public only required to stand if meeting in main hall. • Ref 3 u – quorum is 4 PC’s. • Ref 3 w – Public to leave meeting by 9.30. • Ref 3 x - Requirement for Councillors to provide reports by the Friday before a meeting. • Ref 3 s viii - the section of the meeting not open to the public will be minuted but remain confidential. • Ref 5 a -Dates of Annual Meetings of the ECPC • Ref 5 Appendix A&B mandatory Agenda items for annual meetings
1.1	20/11/24	7 b) 1	Nikki Spelling, Tony Calton, N June Jemmett, Lorraine Bauckham-Leys. Johnathon Happs,	Nov 2024	L Bauckham-Leys Parish Councillor	Dee Ellison	Nikki Spelling	<p>Minor updates to Standing Order 5 Appendix A -Standard Agenda for Annual Meeting items.</p> <ul style="list-style-type: none"> • Review and approval of the ECPC Governance Calendar (copy held in the Earls Colne Parish Council Protocols & Guidance Handbook) • Agreement to ECPC Annual Declaration Of

			Shirely Newbery					Compliance (copy held in the ECPC Code of Conduct Policy) by all Parish Councillors
								<ul style="list-style-type: none"> Confirmation that Annual Code of Conduct Training has been provided